

School District of South Orange and Maplewood
525 Academy Street
Maplewood, New Jersey 07040

September 2013

Dear Parents and Guardians,

The School District is pleased to offer Internet service accounts for its students. This letter and accompanying packet describes the services, which are available free of charge, to all students. Please read and discuss the following with your child:

- District Acceptable Use Policy
- Rules and Regulations for Internet Access
- Parental Permission form ("Use of the Internet Agreement Form. . .")

The Internet is a global network that will provide your child with access to a wide range of information resources from around the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21st century.

It is possible that your child may find material on the Internet that you might consider objectionable. The District's **Acceptable Use Policy (AUP)** gives guidance for use of the Internet in the school environment. In addition, we have installed on the school computer network, a filtering program which limits access to certain inappropriate areas. There may be additional kinds of information on the Internet that are not in accord with your family's values. We encourage you to use this opportunity to have a discussion with your child about values and your expectations about how they should guide your child's activities while she or he is using the Internet.

Teachers will be using the Internet for classroom group instruction. However, so your child may participate on an individual basis, you must authorize your child's personal Internet account by signing in the appropriate area of the attached permission form. After both you and your child have signed it and the form is returned ("Use of the Internet Agreement form for Student Accounts") to the school librarian, a free Internet account will be given to your child.

You have the option of requesting that your child be denied individual access to the Internet. To exercise this option, please complete the permission form by signing in the area "I do not want my child . . ." of the form.

If you have any questions or concerns about the District's Internet services, please contact Mr. Terry Woolard, Director of Educational Media and Technology, at 973-762-5600 x1143. All signed forms should be returned to the school librarian as soon as possible.

Thank you,

Brian G. Osborne

Superintendent of Schools

Series: Instruction

Subject: Use of the Internet

Purpose

The Internet provides the district with a significant opportunity to enhance its educational services. The Internet provides instant access to a significant fraction of human knowledge including many of the worlds best museums and libraries, global news services, major public and private research institutions and Federal government data and allows participation in a wide range of interactive discussions through electronic mail, newsgroups, and other mechanisms. The purpose of this policy is to provide guidelines with respect to appropriate use of the Internet in the district.

Resource Allocation

Online access is a finite resource. Therefore, all resource allocation, scheduling, and curricular decisions should be made in a manner consistent with the districts commitment to educational equity. Moreover, the administration should seek to ensure that increased course-related computer usage occurs in a planned and conscious fashion.

Permitted Activities and Uses

The districts computers and networks exist to support its curricular objectives. All uses consonant with these objectives are permitted.

Prohibited Activities and Uses

All of the districts existing regulations on conduct and behavior are deemed applicable in the context of computer and network use. Any use which violates any regulation is expressly prohibited. Moreover, prohibited activities include, but are not limited to, actions which would:

- Violate any local, state, or Federal law or any international accords or treaties to which the U.S. is a party;
- Compromise the security of the districts computers or network, or the security of other institutions computing resources accessible over the network;
- Invade someones privacy;
- Infringe copyright, software licensing rights and all other state and federal laws governing intellectual property;
- Cause an event or outage on the network that results in a denial of service to others;
- Result in the destruction or damage of computer hardware, software, or data; or

- Be threatening to others.

In addition, users of the districts systems and networks shall not use district computing resources for:

- Commercial activities;
- Partisan political activity in support of candidates for elected office; or
- Personal advertising.

"Acknowledgement, Consent and Waiver" Form Required

Prior to receiving an account allowing Internet access, each user of the districts network (including, but not limited to students, teachers, and other staff) must read a copy of the districts administrative regulations on Internet use and sign and return the districts "Acknowledgement, Consent, and Waiver" form as developed by the Superintendent. Such form shall include, at a minimum: (1) an acknowledgement of the districts regulations governing its networks and computer systems; (2) and acknowledgement that a user has no reasonable expectation of privacy with respect to messages sent or data stored online; and (3) an acknowledgement and acceptance of the risks inherent in Internet use, holding the district harmless with respect to such risks. In the case of students, a parent or guardian must also read the indicated materials and sign a copy of the "Acknowledgment, Consent and Waiver" form on the students behalf.

Revocation of Internet Access and other Penalties

The district regulations on computer and Internet usage promulgated hereunder are another part of the districts regulations on student conduct and, as such, are subject to the same mechanisms of discipline and punishment.

Approved: January 5, 1998

RULES AND REGULATIONS FOR INTERNET ACCESS

The use of the Network is a privilege, not a right, and when it has been determined that inappropriate use has occurred, suspension of that privilege will result. The Board of Education, school administration, faculty, or staff may request that an individual's access be **temporarily** denied, revoked, or suspended by the system administrator. Serious infractions will lead to permanent revocation of Network privileges. In these cases, ***the decision will be determined at a formal Board of Education hearing.***

CODE OF ETHICS AND ETIQUETTE

1. MAINTAIN PRIVACY.

- Your username and password belong only to you. Keep your password secret. Do not allow anyone to use your username or password.
- Do not allow anyone to use a login session for which you have established with your username and password.
- Do not use anyone else's username and password.
- Do not reveal personal information (yours or someone else's), including home addresses and/or telephone numbers to anyone you communicate with over the Internet.
- Do not assume that everything you read on the Internet is true.
- Assume that any message you send or any data you store online may be read by others. Do not reveal personal or sensitive information about yourself or others.

2. BE CONSIDERATE.

- Use appropriate language.
- Do not send abusive messages.
- Do not attempt to read or modify the files of other users.
- Do not use the Network in a way that disrupts or hampers its use by others.

3. BE RESPONSIBLE.

- Do not review, download, or print any materials that are obscene, rude, insulting, or otherwise inappropriate.

4. BE HONEST AND ETHICAL.

- Do not send anonymous messages.
- Conform to all copyright and licensing laws.
- Do not plagiarize.
- Cite all information sources properly; refer to the District Style Manual.
- The Network may not be used to promote any unauthorized business, political, or religious activity. All illegal activities are strictly forbidden.
- Do not attempt to access resources to which you are not entitled.
- Do not make, use, download or attempt to install unauthorized copies on any district systems.

Network information storage areas will be treated like school lockers. The rights of privacy will be respected unless legal or ethical violations are suspected. System administrators may review files and communications to maintain system integrity and insure that the users are using the system in a responsible manner. Users should **not** expect that files stored on district servers will always be private.

**USE OF THE INTERNET AGREEMENT FORM:
STUDENT ACCOUNTS**

Please read the Acceptable Use Policy (AUP) in its entirety before signing this agreement. **Return this form to the school librarian.**

STUDENT SECTION

Printed Name of Student

Date

School

Grade

I have read the District AUP and the accompanying rules and regulations. I agree to follow the guidelines contained in the Policy. I understand that if I violate them, my account will be subject to suspension or termination and I may face other disciplinary or legal measures. Furthermore, I realize that the general rights of privacy will be respected unless legal or ethical violations are suspected. However, I do not expect that data stored on District servers will always be private. Any file may be subject to District observation. I am also aware that some information found on the Internet may not be accurate.

Signature of Student

Date

Parent/ Guardian Section on reverse....

PARENT OR GUARDIAN SECTION

I have read the District AUP and the accompanying rules and regulations.

I understand that Internet access is being provided for educational and research purposes. I release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Districts system. I am also aware that some information found on the Internet may not be accurate.

I will take the responsibility to instruct my child against accessing materials that are in violation of the District AUP, the rules and regulations, and the law. Furthermore, I realize that the general rights of privacy will be respected unless legal or ethical violations are suspected. However, I do not expect that data stored on District servers will always be private. Any file may be subject to District observation.

I will emphasize to my child the importance of following the general rules for personal safety.

YES. I give permission for my child to have a free of charge independent Internet account.

Printed Name of Parent/ Guardian

Phone Number

Home Address

Signature of Parent/ Guardian

Date

NO. I do not want my child to have independent access to the Internet.

Printed Name of Parent/ Guardian

Phone Number

Signature of Parent/ Guardian

Date